**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, September 11, 2024, 12:00 –1:00

B250 R308 OR [Virtual (Teams)](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NjA0ZjljM2QtZjFmMy00ODQ5LWE5ZTYtNWVkYmY2N2M0ZjNj%40thread.v2/0?context=%7b%22Tid%22%3a%22128dfef5-fdd5-4cfc-be19-3679ed0271ce%22%2c%22Oid%22%3a%22a849f3bc-e6aa-4d30-b6c7-156320608cbc%22%7d)

# Notes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Regrets* |  | *Present* | *Regrets* |
| Terri Wolfe (Admin) | x |  | Robin Boxwell (VIUFA) | X |  |
| Robert Okashimo (Admin)  | x |  | Sarah Segal (VIUSU) | X |  |
| Dale Baumel (BCGEU)  | X |  | Kim Sharpe (HSS) | X |  |
| Dean Cadieux (BCGEU)  |  |  X | Erin Bascom (HSS) | X |  |
| Jannine Grant (CUPE) |  | X | Kordell Bergen (HSS) | X |  |
| Ashley Faulkner (CUPE) | X |  |  |  |  |
| Amber Hieb (VIUFA)  | X |  |  |  |  |

### Approval of Agenda

### The agenda was approved as circulated.

1. **Approval of Minutes from August, 2024**

The agenda was approved as circulated.

### Business arising from previous Minutes

### No new business to report.

1. **Follow-Up on Action Items**

No items for follow-up.

1. **Updates from Local Health and Safety Committee**

Tiwšɛmawtxʷ

This group met last week with the goal of meeting twice per year. Kim attended the meeting, the group discussed enhancing their first aid coverage with plans to conduct a grounds inspection in December.

Cowichan

This group met yesterday; an update will be provided at the October meeting.

Trades and Applied Technology

Meetings will resume in October.

1. **Report from Health and Safety**

Kordell – New cabinets with Naloxone nasal spray have been installed at the front entrance of all residence buildings. The remaining 2 cabinets will be installed at the Welcome Centre and Library AED stations. Once we receive the remaining 12 cabinets, they will be installed at the rest of the AED locations on the Nanaimo campus and all the satellite locations. Please check in each of your areas to see if you have an injectable kit. If you have one let us know for tracking purposes, if it is expired, we can swap your expired kit out with a new one. The Naloxone sub-committee continues to meet to discuss strategies and priorities for the fall. The next building inspection is Tuesday, September 10th at 10 am, Building 170.

Kim – Continues to work on completing the first aid assessments for all campuses.

Erin – The Shakeout will be on the 3rd Thursday of October. There are warden gaps in some buildings due to staffing changes and shortages. Erin continues to work on the fire safety plans and prepare for fire drills for all VIU buildings. The BC Fire Code has been discontinued, we now follow the National Fire Code, which has brought additional requirements.

Dale asked how departments know who their warden is, as the current list shows gaps. Erin responded that all deans are sent a list of their buildings and asked to identify any existing gaps. Department heads are responsible for identifying gaps. Dale asked how departments get people trained before shakeout. Erin responded that deans will have the list identifying any gaps well before shakeout. Terri asked if fire safety plans will be available for all buildings or just residence. Erin responded that she is working on a fillable template that can be used for all buildings, she will need to coordinate with facilities.

1. **Jurisdictional Reports**

BCGEU – Nothing to report at this time.

CUPE – Nothing to report at this time.

VIUFA – Robin spoke about student food pantries, he was inspired by the food pantry during the Cowichan inspection. Robin would like to start a project to identify where food pantries are on the different campuses. The committee discussed having food pantry information on the Health & Safety website (or some other centralized location), and work to educate the VIU population about food scarcity in our communities. If you know of any food pantries on campus please let Robin know. The group identified 3 on the Nanaimo campus and 1 at the Cowichan campus. Ashley noted that B180 has lots of students asking for meal vouchers. VIU has physical vouchers, which are offered through student affairs and connected to the cafeteria. Sarah mentioned that VIUSU has a long standing relationship with local food banks, they offer a coffee bar, and have food available for students at the Student Union Building. Sarah reports that these services are well used.

Amber – The VIUFA exec meets next week.

VIUSU – Nothing to report at this time.

### Review of Reports

* 1. Incident Report – August Attachment 2
	2. Injury Report – August Attachment 3
	3. Investigation Corrective Actions Report - August Attachment 4
	4. Inspection Attachment 5

### New Business

### 9.1 First Aid Assessment…………………………………………………………………………………………………...Attachment 6

### The First Aid Assessment was reviewed. Kim explained the classification ratings and discussed the current level of first aid present on our different campuses as well as the difference between a low and moderate rating. Amber raised a question about the number of security guards present on campus. Erin explained that workers are prioritized over students and that further follow-up questions should be sent to the Security Manager, as they oversee our security guards. Sarah mentioned the long wait times for first aid to respond, as well as the level of care provided.

### 9.2 Health and Safety Policy………………………………………………………………………………………………Attachment 7

### 9.3 Responsibilities and Accountability for H&S at VIU………………………………………………………Attachment 8

### Information Items and Correspondence

### Please review the SWP’s and Hazard Control plans located in the red SWP & Hazard Control Plans in our Teams General File.

Adjournment